



JUSFC Creative Artists Program

How to Apply

There are several components to the application submission. All information and work samples are submitted as PDFs through a web-based process.

STEP 1: Complete the cover sheet PDF and submit it by February 1, 2016 as an attachment to an email to: JUSFC.creativeartist@arts.gov. Please fill out the form using Adobe Reader (be sure to hit the "Save" button). Mac users: Be sure you are using Adobe Reader and not Preview to work with the form. Please change the name of the form file to your name (<first> <last>) before emailing it to us. You must send a saved copy of the original form. **Scans of printed copies of the form will not be accepted.**

STEP 2: The written application and work samples must be prepared and submitted electronically for a separate deadline by February 23, 2016. To upload the written application and work samples, you will access the NEA GrantsOnline™ System (NEA-GO), which is being administered for the NEA by the Western States Arts Federation (WESTAF). NEA-GO will have detailed instructions regarding uploading your application. Approximately 10 days after submitting your fillable coversheet, an email with a userID and password will be provided to you and will enable you to access the electronic work sample site.

You should prepare your work samples and written application well in advance of the deadline and have them fully ready to upload once NEA-GO becomes available to you. **Samples submitted by mail will NOT be considered.** Please see the archive of the NEA/WESTAF joint training PowerPoint for applicants on using the NEA-GO system to upload work samples electronically. Questions may be directed to Ms. Guiomar Ochoa at ochoag@arts.gov.

To ensure that you receive WESTAF's login information promptly, we recommend that you add the following e-mail address to your list of safe senders:
noreply@culturegrants.org.

The NEA-GO system is optimized for use with the following web browsers: Mozilla Firefox, Safari, and Google Chrome. Internet Explorer will also work, but you must have at least version IE 8.

Instructions for written application:

1. Create a new page and answer the questions that follow **(12 point font, three pages maximum)**:

Type the question and provide your answer.

- A. What motivates you to travel to Japan?
 - B. What do you propose to do in Japan in the three to five month period?
 - C. How do you anticipate that your time in Japan will advance cross cultural understanding?
 - D. What kinds of preparation would you anticipate making in advance?
 - E. What resources do you need?
 - F. What were the dates and purpose (s) of any previous stays in Japan of longer than one month?
4. Resumé **(two pages maximum – additional pages will be discarded)**. Each member of a collaborative team may submit two pages.
 5. **Scan two (2)** signed letters of recommendation from professional colleagues, on letterhead if possible. Copy and paste letters in application document. **DO NOT SUBMIT MORE THAN TWO LETTERS OF RECOMMENDATION. Additional letters will be discarded.** Letters should be written within the last two calendar years. If necessary, the letters may be sent separately from the application. Letters should address each of the following:
 - The artistic quality and evolution of your work
 - How your work would benefit from interaction with Japanese arts and cultural life
 - How you would adapt to the challenge of living and working in another culture

The application answers and your resume should be in one PDF and your letter of recommendations in a separate PDF. Both of these PDFs should be uploaded onto NEA-GO. Applications without letters of recommendation will be rejected. Letters of recommendation need to be submitted by February 23, 2016. If letters are in Japanese, please provide an English translation. **Do not send reviews or articles. They will not be considered.**

Instructions for Submitting Work Samples:

The work sample is a critical factor in panel deliberations. Given the large amount of material and the limited amount of time available for panel review of work samples, please prepare a well-organized presentation. Your application will benefit by including recently created work (i.e. within the last three to five years). ****The work that you present should help the panel understand your interest in pursuing artistic inquiry in Japan. **** Your application will be considered incomplete without work samples.

The following will NOT be accepted as work samples:

- Slides or other non-electronic images
- Original artwork in physical form
- Work created as a student for an undergraduate degree-granting program
- Critical reviews
- Promotional materials

Please determine the type of sample(s) that best represents your work. Artists applying as a collaborative team should present work samples that are reflective of the collaborative process.

Below you will find information on the electronic submission of work samples. Requirements vary by discipline. Please read the instructions carefully and give yourself plenty of time to do the submission process.

You will upload your work samples electronically. This will eliminate the need for you to mail work samples to the NEA after completing the cover letter.

- ☐ **Video Samples** (*Choreographers, theater artists, media artists, and other visual or performing artists who feel they would benefit from an audio-video presentation*)
Select two video clips for a total not to exceed 250MB.

Acceptable Formats

You will be able to upload samples in the formats described below. There is a limit of 250 MB for all of your work samples combined. Each selection should not exceed five minutes. Video samples must be uploaded directly to NEA-GO.

Please read the section relevant to your art form.

Choreographers:

Submit an ensemble selection unless your project involves a solo.

Do not send promotional work samples (e.g., highly-edited booking tapes).

Do not send dark work samples or samples with poor visibility.

Uploading video samples to NEA-GO:

Acceptable file types are avi, flv, mov, mp4, mpeg, rm, and wmv. Your video sample must be in one of these acceptable file types. File types such as VIDEO_TS.BUP, VIDEO_TS.IFO, and VIDEO_TS.VOB will not work.

In order to be uploaded, videos must meet the following minimum requirements:

- Resolution: At least 480 x 360
- Frames per second (fps): At least 12

You can often check the resolution of a video as follows. In Windows environments, find the file on your computer, right click it, and select "Properties." On a Mac, hold the Control key, and click on the file name. Select "Get Info" and the information should display. Most videos are a standard 29 frames per second.

While the above requirements are the minimum, submitting your video in the mp4 (H.264) format at 640 x 480 with mp3 audio will allow for efficient uploading while showing your clips to best advantage. There is a file size limit of 250 MB. (Note, however, that there is a limit of 250 MB for all of your work samples combined so choose your video samples carefully.)

If your video does not meet the minimum resolution requirements above, there are a number of software programs you can use to convert your video, such as the free MPEG Streamclip; DV Kitchen for Mac, which has a free trial; and www.mediaconverter.org, which allows for five free conversions.

You will upload each of the two video samples in a separate file.

Videos on Websites

Submit a PDF with a link to the website. If you are including more than one website, submit no more than three and list them all on a single PDF. For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.

Work Sample Information for choreographer samples

For each work sample that you upload electronically, you will find a descriptive field into which you will enter the following information, as appropriate:

Title box:

- The title of the work. Title each work sample with a unique name. This title must not contain an apostrophe.

Description box:

- Name of the organization that performed, produced or presented the work.
- Title of the work (if different from title box above).
- Name and field of the creative artist who authored the piece.
- Date the work was completed.
- Date the work was performed.
- Length of the sample. (Five minutes is the maximum.)

[Applicants submitting multiple websites should include the relevant information from above with each website in the PDF. The descriptive field for the file should provide a brief overview of the group of websites as a whole.]

Media Artists

- ☐ **Audio** (*Composers*)
Audio Samples

You may upload an audio sample directly to NEA-GO, or you may submit a link to an audio sample.

If you upload directly to NEA-GO:

You will upload each selection in a separate file. Each file has a size limit of 20 MB.

Acceptable file types are mp3, wma, wav, aac, mid, midi, mpa, and ra. Note: Do not upload audio files that have a variable bit rate.

If you submit a link:

Submit a PDF with a link to the website(s). If you are including more than one website, list them all on a single PDF. For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.

For each work sample that you upload electronically, you will find a descriptive field into which you will enter the following information, as appropriate:

Title box:

- The composer and title of the work. Title each work sample with a unique name. This title must not contain an apostrophe.

Description box:

- Name of composer and the artist/ensemble performing
- Title of the work (if different from title box).
- Date the work was created.
- Cue information, if necessary.
- For audio and video samples, length of the sample.

[Applicants submitting multiple websites on a PDF should include the relevant information from above with each website in the PDF. The descriptive field for the file should provide a brief overview of the group websites as a whole.]

☐ **Images** (*Visual artists, architects, designers, and other artists who feel they would benefit from a visual presentation without an audio component*)

You must electronically submit up to 20 digital images to NEA-GO as detailed below.

Acceptable Formats

You will be able to upload samples in the formats described below. There is a limit of 250 MB for all of your work samples combined.

Digital images

Submit up to 20 images in a single PDF file. Image size should be consistent; 800 x 600 pixels is suggested. Each image/file has a size limit of 5 MB.

Include image descriptions:

- Artist's name.
- Medium.

- Date of work/activity.
- Dimensions of artwork.

Applicants submitting multiple images on a PDF should include the relevant information from above with each image in the PDF. The descriptive field for the file should provide a brief overview of the group of images as a whole

☐ **Manuscripts**

Please note that applicants may submit one or more writing samples as their manuscript, but the total pages cannot exceed 15 pages. Your manuscript sample may be published work, unpublished work, or work in progress.

All manuscripts must be in typescript and clearly readable. Your name and page number should appear in the upper right hand corner of each page. Use a 12 point font and margins of at least one inch at the top, bottom, and sides of all pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed and not reviewed.

Manuscripts must be submitted as a separate PDF attachment to the email in which you attach your application narrative. Do not create a PDF of your document by scanning

Fiction, and Creative Non-fiction (*Creative writers of poetry, fiction, and creative non-fiction; librettists, playwrights*)

Your manuscript sample must be a maximum of 15 typescript, double-spaced pages of: fiction (e.g., short story, short fiction, vignette, graphic fiction, novel excerpt, hypertextual fiction, or creative nonfiction (e.g., essay, memoir, creative nonfiction, literary journalism)

Poetry

Submit a manuscript containing previously published work, unpublished work, or work-in-progress. Your manuscript should be in 12 point font and include one of the following:

- o 10 **typescript**, single column pages of poetry or one long poem (or section of a long poem) not to exceed 15 pages in length; or
- o 15 **typescript** double-spaced pages of short fiction, short stories, or creative non-fiction; or
- o 15 **typescript** double-spaced pages of an excerpt from a novel.

Playwrights and Librettists

Submit a manuscript of a 15-page **typescript** excerpt from a play, libretto or work-in-progress in 12 point font.

On your work sample information sheet, please provide a brief description explaining the context of the excerpt, i.e. stage setting, theme, period, etc.